CSU Reduced Sign on Registration

This guide explains how the log-in process works using Reduced Sign-on (RSO) to access the Defense Civilian Personnel Data System *(DCPDS) Customer Support Unit (*CSU) application as a registered Human Resources (HR) user.

If first-time RSO HR user registration is necessary, please refer to the complete DCPDS Portal User Guide documentation and follow steps as defined for that process. The guide can be found at; https://cpol.army.mil/library/news/docs/dcpds_pug.pdf.

If you cannot access the application due to errors, please use the Help Desk button on the CPOL Portal page.
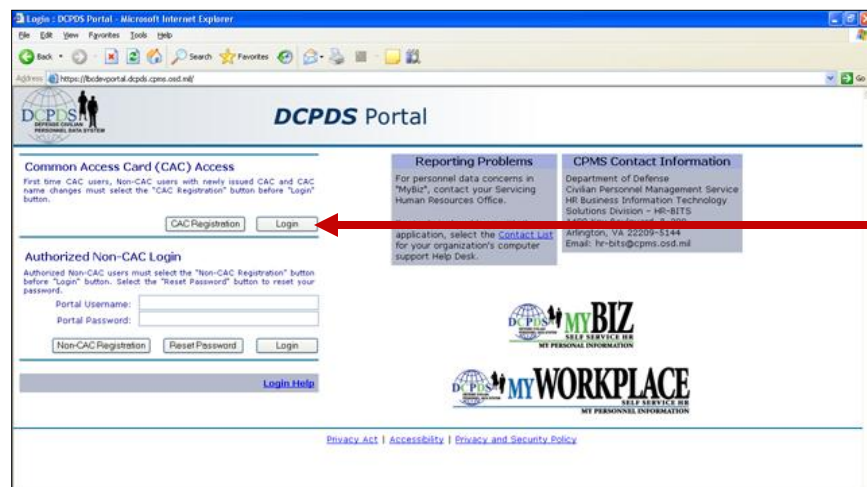
1. Begin at the CPOL Portal page: https://cpol.army.mil

    Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.
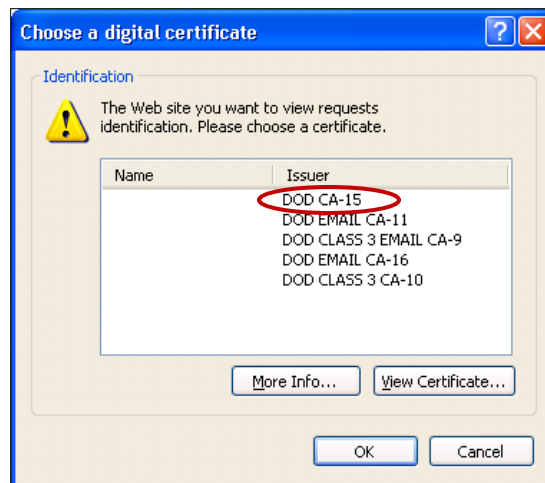

2. Click on the DCPDS Portal link that reads: Click here for DCPDS/MyBiz/My Workplace/CSU.

3. Click **OK** on the DOD Notice and Consent Banner.

4. Select the **Login** button in the Common Access Card (CAC) Access region

5. Choose a Digital Certificate. Note: Always select the **non-email certificate**. Select the **OK** button.

6. Enter your PIN and select the OK button.

7. You will see two tabs, My Application database and Add Additional Application/Databases Select **Add Additional Application/Databases** tab.

8. In the bottom panel of the screen, enter your **CSU Username & Password** in the *CSU Regions Association* section to validate your CSU account and select **Submit**.

9. If the CSU user has an account in only one region, the account validation is performed against the default region. When no errors are encountered, the CSU user is directed to the first screen of the CSU application, the CSU Options screen.
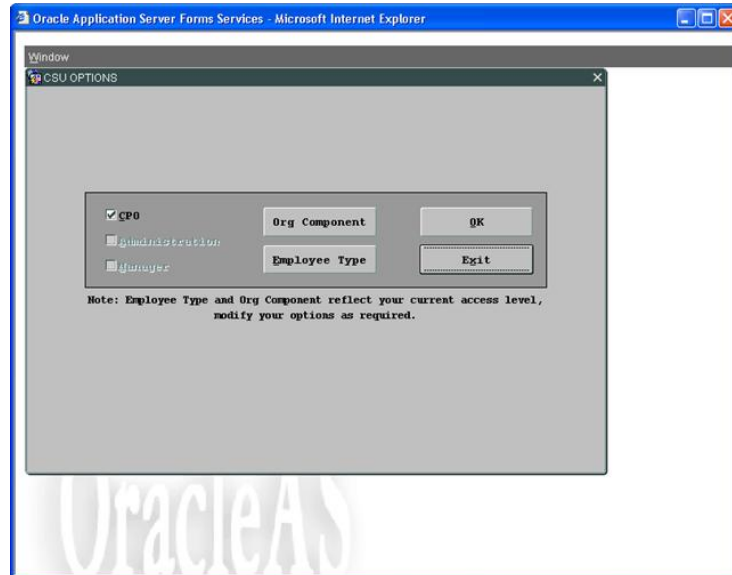
10. If the CSU user account exists in multiple regions, Link Your DCPDS Portal Account to your CSU Application screen display. The drop down lists the regions the CSU user has accounts in. Select a CSU database from the drop-down menu.
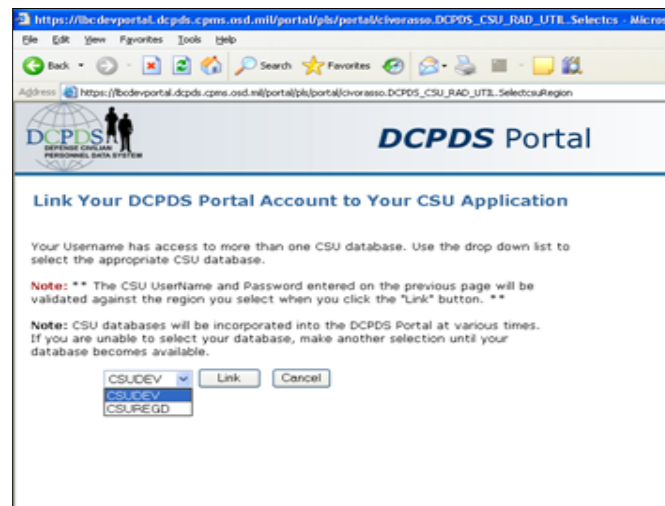
Click on Link **button to access the CSU application's** *CSU Options* **screen. Repeat Step 9 and 10 for all CSU regions available for the user to register under RSO.**
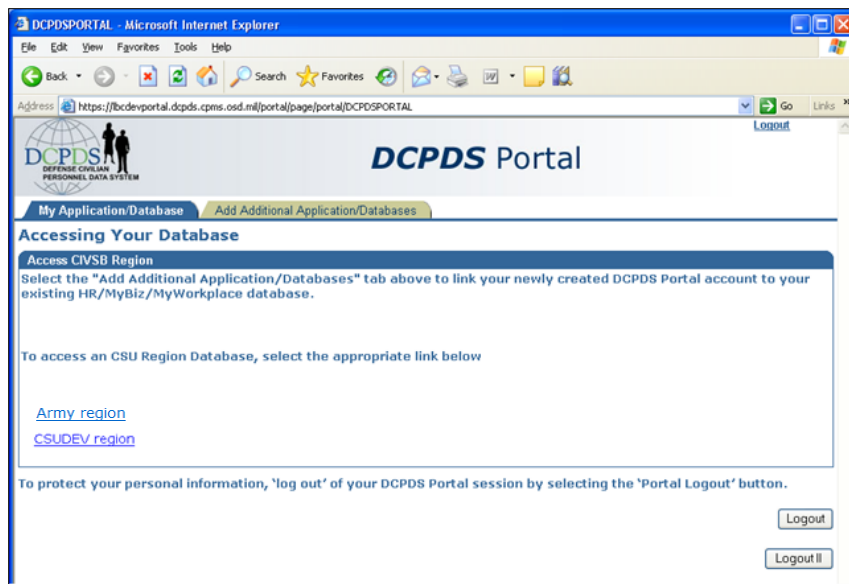
Note: The *Accessing Your Database* screen now shows the link(s) to the CSU database.